

How to Use the FAC97 Equipment Rental Statewide Contract

Contract #: FAC97	Contract Duration: 10/1/2015 to 3/31/2017
MMARS #: FAC97*	Options to Renew: One 2-year renewal (for possible extension to 3/31/19)
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us
This contract contains:	Prompt Payment Discount, Supplier Diversity Program
Last change date:	December 4th, 2015

Contract Summary

Contract Description: This is a statewide contract for Equipment Rental that includes (but is not limited to) the following types of equipment:

- Aerial Lifts; Forklifts; Scissor, Personnel and Boom Lifts
- Concrete and Masonry
- Trucks and Trailers
- Air Compressor and Tools
- Earthmoving
- Material Handling
- Compaction
- Generator and Light Towers
- Pumps
- Disaster Response

Benefits and Cost Savings

- Wide variety of equipment available; hundreds of makes and models from trusted manufacturers
- Single vendor – Hertz – with rental and service locations in MA
 - Expansive staff and support: local sales, regional, corporate, branch, field service, and government program managers
 - Ability to obtain equipment from branches in other states – 250 branches in 41 states
- Equipment rental includes delivery and pickup
- 24/7 emergency services, maintenance and repair available, including disaster response
- Maintenance and safety training provided

- Excellent option for seasonal equipment to preserve capital and avoid storage, repair, and inventory costs
- Daily, weekly, and monthly rates
- Standby agreements for power generation and disaster relief
- Automatic "gold-tier" pricing for all statewide contract users, plus additional prompt pay discount available

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Vendor Contact Information

Contractor	Contact Name	Phone	Email	COMMBUYS MBPO
Hertz Equipment Rental	Steve Kusmin	617-442-4210	skusmin@hertz.com	#PO-16-1080-OSD03-SRC3-00000005904

Service Regions

The contractor offers statewide service.

Pricing and Purchase Options

Purchases made through this contract will be made on a rental fee basis.

Referencing the Statewide Contract. In order to ensure that you receive all the benefits and savings associated with the statewide contract, **you must always reference the statewide contract and the document number (FAC97)** when placing an order with the Contractor.

Product Lists and Pricing

Price files: There are 2 Price Sheets posted on COMMBUYS: one for Gold-tier pricing (for all users) and one for Platinum-tier pricing (for those entities that choose to enter an exclusive agreement with Hertz). Both price sheets contain an equipment list. Users may also contact Hertz directly for equipment not specifically listed on the Price Sheets.

Prompt Payment Discount: Hertz offers an additional 1% discount for invoices that are paid within 10 days.

Quotations and Negotiation: Eligible Entities may issue requests for quote or negotiate with the contractor in order to enhance the value of the contract.

Similar Statewide Contracts

Buyers interested in the following categories should review the current statewide contracts as listed:

Equipment Purchases (ex: generators, pumps, lighting)	FAC76 – MRO
Vehicle Rentals	OVM09 – Light Duty Vehicle Rental
Lawns & Grounds Equipment Purchases (incl. Utility Vehicles)	FAC88 – Lawns & Grounds

Summary of Where to Obtain Important Contract Information in COMMBUYS

- Please note that POP UP blockers must be turned off to see COMMBUYS content.

This contract has been set up as a zero dollar line item catalog in COMMBUYS. When you create your Release Requisition in COMMBUYS you will need to change the dollar amount to the quoted dollar amount you will pay for your Purchase Order. You should also edit the item description at this time to include the quote number, product information, or any other type of note you wish to add to the order. Instructions for “How to Create a Release Requisition and Purchase Order” can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).

The vendor has been assigned a unique Master Blanket Purchase Order as indicated in the table above. Vendor price lists are located in the attachments tab on the Master Blanket Purchase Order.

How to place an order

P.O. FOR ONE-TIME RENTAL

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for “equipment” (and use “FAC97”) in the description
- Select the Hertz MBPO listed in the table above
- Select the zero-dollar catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Amend the description as needed to reflect the purchase details
- Attach the vendor quote and/or a detailed order summary if applicable
- Submit for approval

P.O. FOR ONGOING RENTAL

If the price is estimated for ongoing services (ie. monthly rental) then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO:

“This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the equipment supplied according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt in COMMBUYS” Job Aid](#).

Where to find complete FAC97 contract information on COMMBUYS

If full statewide contract details are required please refer to FAC97 files listed under the MBPO #PO-16-1080-OSD03-SRC3-00000005904, found by performing an advanced search for Contracts/Blankets by entering the **document number** (“FAC97”) in the **Contract Description** field. The link returned in the search provides the entire detailed information as it relates to the statewide contract. Attachments will also include price lists and most current version of this document, the Contract User Guide.

You may access the public version of the MBPO as well by clicking the direct link in page 2 under the vendor’s COMMBUYS MBPO.

Strategic Sourcing Services Team Members

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Additional Information

This contract is a cooperative contract through U.S. Communities, led by North Carolina State University. To find additional information about this contract please visit the U.S. Communities contract webpage at <https://www.uscommunities.org/suppliers/hertz-equipment-rental/>. Once there you may view additional information about the contract, as well as review the original contract RFP, amendments, and addendums. This contract was awarded April 1st, 2014, and has an initial term of 3 years. The contract has one additional 2-year renewal option, which has the potential to bring the maximum life of this contract through to March 31, 2019.